

Unclassified
Training

Group A

1952-1953

SECRET

SECURITY INFORMATION 20 February 1952

*Taylor - File
RISC*

MEMORANDUM FOR: TRAINING OFFICERS, OPC AND OSO

SUBJECT: Reception and Interim Training, Administrative Procedure

1. Experience in the past ten weeks while this program has been getting under way shows a need for the adoption of standard procedure for handling administrative support. Individuals sent to Training for reception training until cleared, or for interim study between courses, are still under the administrative control of their respective sections, but this fact appears not to be realized by all of the Branch Chiefs and Training Liaison Officers. Consequently, the trainees often call here to ask about pay checks, per diem, leave to go home to fetch their families, and such matters. Also, this office has been called not infrequently by the sections for information about an individual's home telephone or other personal data.

2. It is requested that the Training Registrar be notified first of all persons to be sent over for reception or interim study, and that a green-sheet training request be furnished at once, in order that sufficient information may be in our hands to plan a program of reading or research for each individual. Too often lately no green sheet has arrived at all. At the same time, it is recognized that some first interviews may have to be held before a green sheet can be prepared.

3. Although most of the trainees have been in touch with a representative of the section to which they are being assigned, and from which they will obtain administrative support, a few have shown up with no idea of any person's name or any extension number to which to report. In the future this office will direct each trainee to notify his section when he has been given an assignment here, with information as to where he can be reached during working hours. At present, and until the space now being readied in R & S can be occupied, uncleared persons have to work at home, or in one of the public or university libraries where feasible. Only persons with experience in very large libraries, or who have engaged in research at the graduate level, are assigned to the Library of Congress. In a few cases, as when they are taking clerical refresher training, or a rapid reading course, they can be accommodated in Alcott Hall at hours which do not bring them into contact with the members of Training Group "A".

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BENJAMIN B. WARFIELD

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FEB 25 1952

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*Mr. Terry***CONFIDENTIAL**

COPS

13 May 1948

TRS

Training of Non-Security-Cleared Personnel

1. As you know, ADSO has approved the proposal to employ OSO personnel prior to final security clearance. Since this will require some changes in our training programs, I am submitting herewith for your consideration my plans for handling the training of these people.

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2. [REDACTED] estimates that about fifty percent of the pool will be in the clerk-steno category (below CAF-7). The remainder, (CAF-7 and above) will be intelligence, reports, and administrative officers recruited for Washington and overseas positions. The programs for these two groups, in general terms, will be as follows:

a. Clerk-stenos: Most clerk-stenos will require only a short organized course, designed to stress security and general administrative procedures. One week of such basic training should suffice, on the assumption that those who need field administrative training will receive it after being cleared by Security. However, since many clerk-stenos may have to remain in the pool for several weeks, we plan to evaluate their clerical and English usage abilities in order to point out weaknesses they can attempt to improve. Also, some unclassified typing chores will be given them by Personnel. Clerk-stenos recruited for the field will, furthermore, be given area reading assignments and an opportunity to use appropriate language records.

b. Intelligence, Reports, Administrative Officers: The program for CAF-7s and above will consist of a Basic Training Course and individual, tutorial assignments.

(1) Basic Training Course: All non-security-cleared individuals in the CAF-7 and above category will be required to take a four-week Basic Training Course. Also, to avoid the necessity of running two basic courses, personnel without previous intelligence training who have been cleared by Security will take this same course. The subject matter will stress reporting, interviewing, observation and description, and world communism. None of the material will be above "restricted" in classification.

(2) Those who enter on duty after a basic course has started or who must await final security clearance after completing a course, will be given individual assignments. These will consist of area studies, language training with records, reading assignments in world affairs and basic photography.

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c. Evaluation of Students: I assume that we will have to continue to evaluate new students, particularly since the present recruiting drive may be less selective than past procedures. I also believe that the time to reject unsuitable personnel is during the basic, unclassified training period rather than after an advanced period of training. Therefore, we will make every effort to devise programs that will test and evaluate as well as improve students in their understanding and ability.

d. Space: Approximately 2400 sq. ft. of space has been assigned us in Barracks 14, which adjoins #13, where our classified training will take place. Plans have been drawn to break up this space into the proper number of classrooms, workrooms, offices, and interview rooms for training purposes and for personnel processing and interviews. The fact that this space is so close to our other training headquarters will lessen administrative problems.

e. Instructors: I doubt that our present staff of instructors and clerk-stenographers can handle the increased load of this new program, particularly in view of the large proportion of tutorial attention required. I also feel that this is the time to effect a recommendation of the Training Committee; namely, that we should run our Basic and Advanced Training Courses at the same time. Because of space and personnel limitations, our present pattern of courses (Basic - four weeks, evaluations - one week, Advanced - five and one-half weeks) takes eleven weeks to complete, thus requiring men who report after a course has started to wait an unduly long time before beginning their training. Furthermore, this extended period of waiting results in a back-log of students, thus making our Basic and Advanced classes too large (fifteen to twenty full-time students) for efficient instruction. The present recruiting program, of course, may increase our load to really unmanageable proportions.

f. Suggested Increase in T/O: In order to run Basic and Advanced training at the same time, I estimate that we will need the following additional personnel:

25X1A 1 - Chief Instructor (CAF-12 or 13): This man, under [redacted] general direction, would be responsible for planning and scheduling organized courses for all non-security cleared personnel—as described in paragraphs 2 a. and 2 b. He would also supervise the tutorial assignments of individuals in the pool and would be responsible for evaluating the potential worth of all students under his supervision. [redacted] about whom [redacted]

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has spoken to you, should make an excellent choice for this position.

1 - Instructor, Reporting (CAF-11): One of the greatest weaknesses we note in recruits is their inability to write clear, concise reports. I therefore believe we need one man to instruct in basic reporting and to supervise the writing of short research papers. No candidate is in view.

3 - Junior Instructors (CAF-7-9): Younger men, without field experience, can profitably be used to handle the day-to-day instruction of basic students. This teaching experience would also help develop men for ultimate field assignments. No candidates in view.

1 - Administrative Assistant (CAF-6): The administrative details and paper-work involved in this program will require a competent clerk-steno with administrative abilities. This person would have to assist in schedules, keep training records, handle and distribute training materials, type evaluations, and act as secretary to the Chief Instructor.

3. The above estimate may be too large or too small and may have to be revised later on the basis of experience. I believe we could handle a maximum of thirty (fifteen clericals and fifteen intelligence officers) with this T/O increase, naturally utilizing some of our present staff when possible. If you approve these general plans as outlined and the proposed T/O increase, I request that you so indicate in order that I can proceed further with detailed planning.

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Chief, TRS

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TRS BASIC STUDY COURSES

Area Assignment #1

GEOGRAPHY.

Write a brief paper concerning the basic geographic factors of your area. Do not attempt to cover all the data which you acquired in the course of your studies. State what you consider to be the basic geographic factors which condition the economic, political, and military security of the area involved. Give only a brief explanation of these basic factors without trying to go into any details.

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TRS BASIC STUDY COURSES

Area Assignment #2

Prepare a brief but concise paper concerning the sociological, ethnic, and religious stratification of your area. Do not attempt to cover all the material available on the subject. Include only what you consider to be the major problems and explain how they affect the national policies of the area. Consideration should be given to the influences or pressures brought to bear by the minority ethnic and religious groups, as well as the outstanding majority groups on the policies of the country. Condense your materials into a paper of no more than twelve pages.

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TRS BASIC STUDY COURSES

Area Assignment #3

Prepare a paper on the political stratification of your area. Describe briefly each political party, including all facts and aspects you believe to be important. Discuss also other political organizations if they have significance. In addition, indicate the relationships between various parties and organizations.

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TRS BASIC STUDY COURSES

Area Assignment #4

Key Economic Factors

In this paper you are asked to discuss briefly the major economic aspects of your area. Specifically state:

1. The factors upon which the basic economy of your area depends; its major economic assets and weaknesses.
2. The key economic problems of the country as they relate to its national security.
3. The major economic interests of the United States in the area and the relationship existing presently between the economies of the two countries.

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TRS BASIC STUDY COURSES

Area Assignment #5

Prepare a paper explaining briefly the labor problems of your area. Discuss the following aspects:

1. Major labor problems of the area.
2. Significant labor organizations:
 - a. Name and type of organization.
 - b. Program and actual aims and activities.
 - c. Leadership.
 - d. Strength, influence, and possible developments.
 - e. Political and religious affiliations.
3. Relationships between:
 - a. Labor and management.
 - b. Labor and government.
 - c. Labor and legislative assembly.
 - d. Various labor organizations themselves.

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TRS BASIC STUDY COURSES

Area Assignment #6

Strategic Aspects

Prepare a paper covering the major strategic aspects of your area. Discuss without going into specific details the following topics:

1. The basic factors establishing or limiting the strategic importance of the area.
2. The present strategy of the country defensively and offensively. Does the present strategy differ from that of pre-war strategy? In what major respects?
3. The strategic value of the area to major foreign powers.

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TRS BASIC STUDY COURSES

Area Assignment #7

Relations with Foreign Countries

Describe in a summary way without going into specific details the following topics concerning foreign relations of your area:

1. The basic problems of the country determining its relationship with foreign countries;
2. Its current relations with the major powers:
 - a. The United States
 - b. The U.S.S.R.
 - c. Great Britain
 - d. France
3. Its current relations with all neighbor countries.

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TRS BASIC STUDY COURSES

Area Assignment #8

Communications and Transportation Systems

Write a paper explaining briefly the communications and transportation systems of your area. Discuss all types, both governmental and privately owned systems. Summarize the potential strength of the communications and transportation systems in the total program of national defense.

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TRS BASIC STUDY COURSES

Area Assignment #9

Prepare a brief survey of the police and security agencies of your area. Without going into too specific details, consider the following topics:

1. Basic data on each police and security agency (Federal, State, or Local):
 - a. Authority and jurisdiction; place within the governmental structure;
 - b. Functions, responsibilities, and types of activities conducted;
 - c. Organizational structure and breakdown;
 - d. Ramifications with other agencies;
 - e. Present strength; reserve potentials (for example, para-military and auxiliary organizations);
 - f. Regional distribution;
 - g. Training and quality of personnel;
 - h. Specific operating techniques not falling within the range of standard police methods as applied world-wide.
2. Relationship of police and security forces to the military organizations of the country.
3. Coordination of police and security activities and high echelon control.

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Area Assignment #10

Military Forces and Capabilities

Write a short paper on the military forces and capabilities of your assigned area. Attention should be directed to the major military services and the present strength and organization of each, as well as to the over-all organization of the top command. All the factors which tend to show the defensive and offensive capabilities of the country should be considered.

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TRS BASIC STUDY COURSES

Area Assignment #11

Key Personalities

Write a paper on what you consider to be the 15 key personalities of your area. Justify your selection in sufficient detail. All the factors upon which you base your selection should be clearly stated. Do not compile a mass of Who's-Who information. The purpose of this paper is not to copy mechanically from directories, but to make the student exercise judgment on the fundamental problems and main forces in the area as they are reflected in and represented by key personalities.

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TRS BASIC STUDY COURSES

Area Assignment #12

Bibliography

Compile an annotated bibliography on all significant publications (books, articles, etc.) produced on your area. The annotations should be brief and state the character, content, and information value of each publication listed.

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TRS Basic Study Courses

Time Allocated for Written Assignments

1. Geographic factors	1 week
2. Sociological stratification	2 weeks
3. Political stratification	1 week
4. Economic factors	2 weeks
5. Labor problems	1 week
6. Strategic aspects	2 weeks
7. Relations with foreign countries	2 weeks
8. Communication and transportation systems	1 week
9. Police and security organizations	2 weeks
10. Military organization	1 week
11. Key personalities	1 week
12. Bibliography	1 week

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TRS STUDY COURSE

Written Area Assignments

Every career intelligence officer undergoing basic training will be required to write a series of brief papers in connection with his foreign area studies. These written assignments will, of course, have to vary in view of particular area conditions. Each student will be briefed specifically on his assignment. In general, he may expect to complete papers on the following topics:

1. Basic Geographic Factors
2. Social and Religious Stratification
3. Political Stratification
4. Relations with Foreign Powers
4. Key Economic Problems
5. Strategic Importance of the Country
7. Communications and Transportation Systems
8. Police System
9. Military Organization and Capabilities
10. Key Personalities

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6. Technological Facilities:

Technological developments in last 50 years; technological training and manpower; research (facilities, financial backing, fields of concentration); production facilities.

7. Domestic Policy:

Provincial and nationalistic tendencies; constitution and form of government; organization and strength of federal and provincial governments; political parties, their strength, programs, significance, leaders, history; relationship between political parties; problems of governmental ^{and} ~~correlation~~; parliament: official role and actual significance; relationship between parliament and cabinet; political opposition and illegal organizations; current major problems of domestic policy.

8. Military and Strategic Problems:

Strategic position of country, its natural isolation or sensitivity; basic strategic conceptions; defense system: fortifications and security belts; manpower problems; organized, available, and potential reserves; para-military organizations; present size of military forces; military organization and efficiency; status of military command within governmental structure; military equipment: ^{types} ~~production and potential progress~~; supply lines; communication lines; special warfare methods; coordination of military services; military experiences in recent wars.

9. Foreign Relations:

Domestic factors determining and controlling foreign relations; relations with all neighboring countries (in past and at present); recent diplomatic history (last 30 years); current relations to major powers: U.S.A., U.S.S.R., Great Britain, France.

10. General Conditions and Problems of Each of the Surrounding Countries.

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TRS STUDY COURSES

Outline of Required Area Background

The intimate acquaintance with their respective foreign area of responsibility belongs, together with other qualifications, to the indispensable equipment of career intelligence officers. They are expected to possess or to acquire in preparation for their assignments the essential information concerning the following topics:

1. Basic Geography:

Location, size, and shape of area; natural boundaries and boundary disputes; physical geography; climate and its resulting influence; natural resources.

2. The People:

National Characteristics; outstanding qualities and habits; customs and taboos; education; language; national symbols; ~~customs~~ and festivals.
holidays

3. History:

A general knowledge of entire history of the country; thorough knowledge of recent history (last 30 to 50 years).

4. Sociological Stratification:

Geographic distribution of population; distribution of age groups; status of women; strength and significance of the family; social groups, their strength, significance, and relationship to each other; religious groups, their strength, significance, and political influence; ethnical and racial groups, strength and significance in the life of the nation; critical minority problems.

5. Economic Affairs:

Economic character of country; exploitation of natural resources; economic self-sufficiency and dependency, major industries; commercial transportation and communication systems; the control of the economic life of the country, role of government; trends and ~~customs of~~ *results of* civilization; major economic pressure groups, including organized labor; balance of trade and payments; national debts and financial dependency; colonies and their exploitation.

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ELEMENTS OF BASIC STUDY COURSE

NOTE: The course will be composed, where possible, of specific elements selected for the individual student in cooperation between TRS and the Branch.

Study assignments of area problems

Study assignments of General Intelligence Background
(World Geography, U.S. Foreign Policy, Communism,
U.S.S.R., World Strategy and Geopolitics, Inter-
national Economic Problems)

Tests: English, area knowledge, foreign affairs knowledge
test

Discussions:

- a. On general problems of foreign affairs or intelligence implications
- b. On specific area problems
- c. On specific books

Review of books (to be critiqued by an instructor who is thoroughly acquainted with the book)

Written Assignments:

- a. On specific areas (these assignments will be critiqued either by a TRS member or by a member of the Branch concerned)
 - 1. Social and religious stratification
 - 2. Political stratification
 - 3. Relation with foreign powers
 - 4. Key economic problems
 - 5. Strategic importance of the country
 - 6. Communications and transportation system
 - 7. Police system
 - 8. Military organization and capabilities
 - 9. ~~Personalities~~
- b. Studies of general problems relating to the security of the United States

c. Other individual assignments